



2013

Temporary Sign Zoning Permit Application Information

Please complete the attached temporary sign permit application and site plan. All information needs to be provided or the City will deem the application incomplete and the permit will be returned to applicant. The sign location address and **property owner signature** shall be provided on the permit application. All applicable fees/deposits must be included with each temporary sign permit application.

Signs may not be displayed for more than a total of **90 days per property**, per calendar year. A single permit shall not exceed 30 consecutive days. A permit application must be completed, submitted to the City, and approved for each temporary sign and prior to the sign being displayed. If sign is installed without a permit, the property owner will be issued a citation which may include a court appearance.

Signs must be located on the property of the business and the advertising message must only relate to business conducted on that premises, except that nonprofit or charitable organizations as defined by Internal Revenue Code section 501(C)(3) may have off-premises signs. Nonprofit organizations shall be limited to three signs per event and the signs shall not exceed 90 days per calendar year.

Signs may not be placed in any right-of-way and must be located on an approved surface; not including fire lanes and/or circulation drive lanes. *(Asphalt, concrete, class-5 and crushed concrete are considered approved surfaces. Landscaped areas are not considered approved surfaces)*

Maximum sign size shall be limited to **48 square feet** and shall not exceed **9 feet** in height. Lettering shall not extend beyond the edges of the sign.

Sign applications take approximately 3-5 working days for City Staff to review and release.

Required Fees: *(payment due at the time each permit is submitted)*

- Fee: \$30.00 for each sign permit
- Deposit: \$100.00 for each sign permit (refundable)

Deposit Refund requests need to be received within 30 calendar days of the "Date Removed" as indicated on permit.

Questions?

Questions regarding temporary signs and fees should be directed to the Community Development office at 763.635.1000.

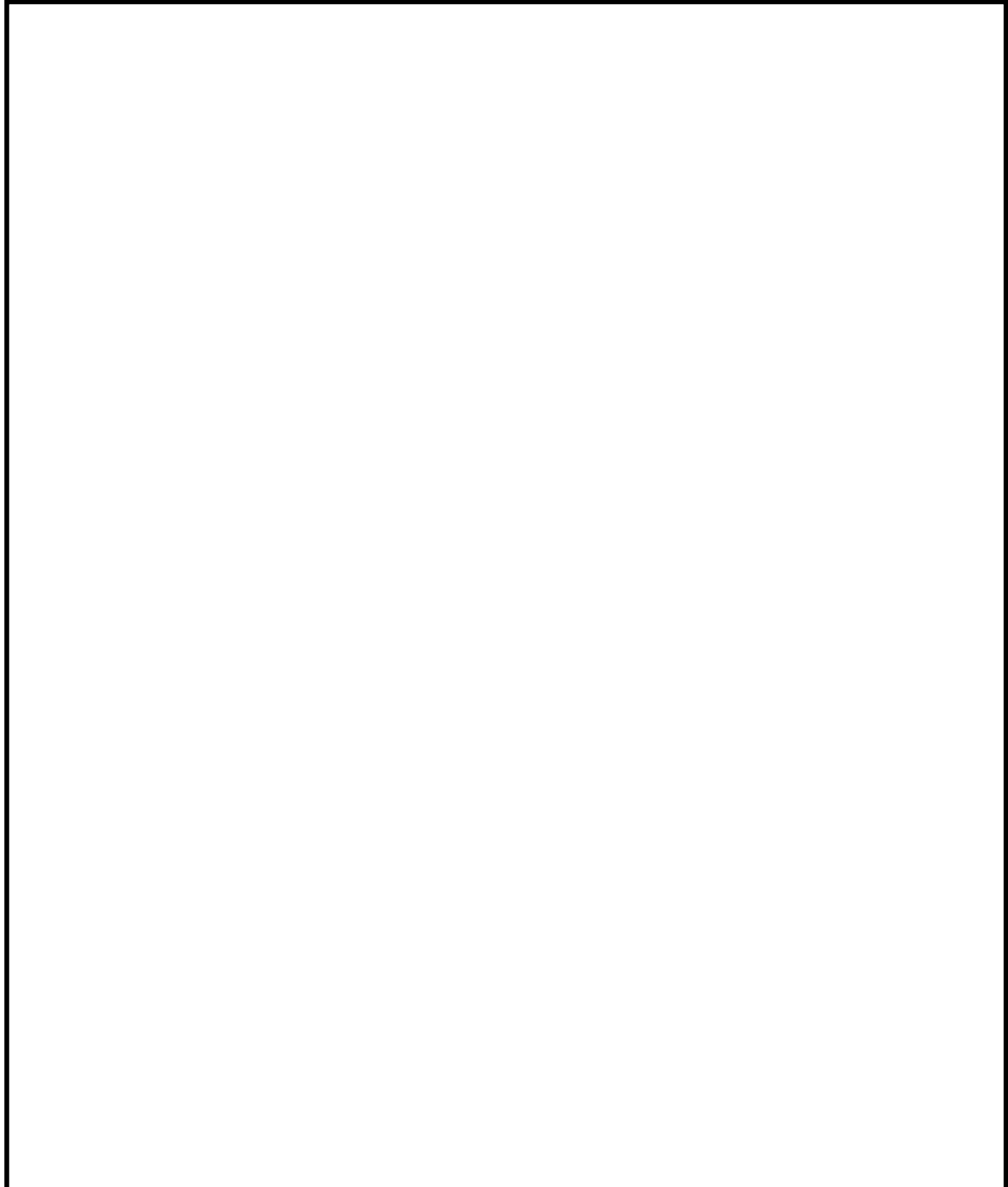
Site Plan

Please draw a site plan where the temporary sign will be located.

Please check which approved surface the sign will be placed on:

☐ Asphalt ☐ Concrete ☐ Class-V ☐ Crushed Concrete

****SIGNS CANNOT BE LOCATED ON ANY GRASS AREAS OR OTHER LANDSCAPED AREAS****





2013 Temporary Sign Permit Deposit Refund

Please **DO NOT** include this form with the temporary sign permit application as it will not be filed with the permit.

Please fill out and return/fax this form **AFTER** the sign has been removed.

Requests need to be received within 30 calendar days of the “Date Removed” as indicated on permit or the Deposit will not be returned

Refund checks are mailed out the first and third weeks of the month

Property Information (of the sign location)

Address: _____

Business Name: _____

Refund Check Information (Please print clearly)

Make check payable to: _____

Address: _____

Phone number: _____

Signature: _____ Date: _____

Administrative use only.

The deposit may be returned in full to the above applicant.

Planning Department: _____ Date: _____

Code _____ Amount _____